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MINUTES OF THE INTRA-AGENCY COMMITTEE ON ADMINISTRATIVE EVENT PROCEDURES
Fourth Meeting held 2 May 1949
1100, Room 227 Administration Building

Presented by John Warner

- General Counsel - Chairman
- Budget Office
- Management Office
- Services Office
- Personnel Office
- Inspection and Security
- Management Office - Recorder

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1. The minutes of the last meeting were accepted without comment.
2. The Committee was informed that "CIA" designation was not to be used for forms or instructions to be used in overseas installations. The decision to include "CIA" designation is made individually for each form. The consensus of the Committee was that there is no objection to the inclusion of "CIA" in the redaction of the Administrative Manual.

3. The Committee agreed to adopt a category division page with an extended right margin in lieu of category divider tabs. The extended right margin would show the category and category number. Mr. [] agreed to bring a sample page to the next meeting together with indication of colors available for such pages. The question of using color for divider pages was deferred for the next meeting. 25)

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4. At the request of Mr. [REDACTED] the category title of category seven was changed from "Property and Supply" to "Supply and General Services".

5. The Committee agreed to follow the style of paragraph numbering adopted by the Covert Committee, e.g.,

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The consensus of the Committee appeared to be that amendments resulting in additions to sub-paragraphs would be incorporated by use of a decimal and the next open numerical identification.

6. The Committee agreed that the manual should contain an alphabetical subject index to category and first sub-division. This index would be revised quarterly.

7. The category sections of the manual were assigned to Committee members for development of a list of subjects to be treated in that section of the manual. Responsibility for development of the list was placed in a Committee member who would be free to solicit assistance from other committee members and other officials not represented on the Committee:

<u>Category</u>	<u>Committee Assignment</u>	25X1A9A
(1) Manual Instructions	Mr.	
(2) Organization and Functions	Mr.	
(3) Budget and Finance	Mr.	
(4) Communications	Mr.	
(5) Correspondence and Files	Mr.	
(6) Personnel and Medical Services	Mr.	
(7) Supply and General Services	Mr.	
(8) Security	Mr.	
(9) Travel and Transportation	Mr.	
(10) Liaison	Mr.	
(11) Operations	Mr.	

8. The points of agreement and difference between the Overt and Covert Committees were summarized by Mr.

Agreement

1. Three-post binder.
2. Format of page.
3. Numbering of pages.

Disagreement

1. Number and designation of categories.
2. Method of treating subjects under the category:
One subject in one issuance vs. ~~one~~ subject in different organizational issuances.
3. Use of tabs vs. divider page.
4. Inclusion of index.

9. It was agreed that two weeks would be allowed for development of the subject headings for the various categories. Hope was also expressed that at the meeting to be held in two weeks a draft report of recommendations could be discussed, that a final list of subjects to be treated under each category could be adopted and that a vote could be taken on recommendations to be sent to the Executive.

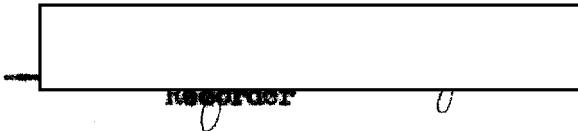
10. At the meeting next week, problems arising in development of the list of subjects to be treated under the categories will be discussed. Also, as indicated in paragraph 1, the question of using color for category divider pages will be decided.

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Date

4 May 1949

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